

INTERSERVICE TRAINING REVIEW ORGANIZATION PROCEDURES MANUAL

instructor evaluation, scheduling of students, scheduling of instructors, reports and administrative, consultation with instructors, trainee evaluation, liaison (phases and courses), and curriculum maintenance. Instructor preparation and other related duties consist of lesson plan update, preparation of handouts, training aids, set-up of demonstrations, slides, movies, equipment/tool inventory, grading and recording grades, building security, classified materials, student counseling, records, technical manual updates, consultation with supervisors, curriculum maintenance, remedial training, and rehearsals. The average monthly man-hours available factor of 145 includes allowances for leave, medical, military duties, etc. (i.e. contingent unavailable). Fractional instructor requirements will be rounded in accordance with Figure 7-1. However, when more than one course is being considered for consolidation and the courses are compatible enough to cross-utilize instructors, fractional instructor requirements of courses will be totaled and then rounded in accordance with Figure 7-1. In rare instances, such as low-flow, equipment-oriented courses where instructor cross-utilization is not feasible, there may be a need to establish a minimum instructor requirement for the course. The Committee will evaluate these situations on a case-by-case basis.

(1) If the ITRO Manpower Analysis Committee determines an instructor requirement adjustment necessary, the adjustment will be expressed as an additive/subtractive. The Subject Matter Expert or other appropriate schoolhouse personnel must justify the adjustment, in writing. As stated above, these will be determined on a case-by-case basis. The exception will be included in the ITRO Instructor Computation worksheet as a separate line to identify the instructor contact hours (ICH) required for the exception. Additionally, a separate note should be added to the worksheet to provide rationale/justification for the exception.

(2) For quota courses, the ITRO Instructor Computation formula is not required to determine instructor requirements but can be used if all parties agree.

d. Section IV will reflect the instructor requirement as apportioned by Service. The rounded instructor requirement computed in Section III will be apportioned, on a "fair share" basis, among the host and participating Services based on the percentage of total student input from each Service. Normally, fractional requirements for an individual Service will be rounded up if .5 or higher. However, the total of the individual Service requirements will be adjusted, if necessary, to equal the total instructor requirement as computed in Section III.

4. Special Instructions for Mobile Training Team (MTT) Instructor Computation

a. An instructor computation form (Figure 7-3) has been designed to record all necessary data and to simplify the computation procedure. The procedure for determining instructors required for MTT courses is basically the same as for lockstep courses. Modifications are described below.

b. Section I planning data has been expanded to include annual travel hours (ATH). This is determined by taking annual travel day's times eight hours per day times the number of travelers. The annual travel days will be based on the projected schedule of the MTT. The lowest student to instructor ratio identified in Section II of the computation form will be the number of personnel required for the MTT team and equate to the number of travelers. This data is normally provided by the host Service and will be validated by committee members.

c. Section III has been modified to allow for the travel time associated with MTT. Factors allowed for working level supervision and instructor preparation and related duties (1.26) are identical to those allowed in the lockstep formula. Annual travel hours will be added to annual instructor hours to allow for the impact of travel time to instructors required.

d. Section II and IV are identical to the lockstep instructor computation form and procedures defined in the lockstep formula will be used.

SECTION I COURSE DATA		Shaded areas calculate, please fill in non-shaded only...	
Resident Training		DATE: 15-Sep-97	
		OPTION: Option 1	
		COURSE #: Host Service Course Number	
		TAUGHT AT: Site Location	
COURSE TITLE: Training Example			
PROGRAMMED ANNUAL INPUT:	% OF INPUT		
USAF (PIPELINE)	0		
USAF (TOTAL)	55	17.35% COURSE LENGTH (CALENDAR DAYS):	78.05
USA	130	41.01% COURSE LENGTH (TRNG DAYS):	53.75
USN	84	26.50% COURSE LENGTH (WKS + .4 PROCESSING):	11.15
USMC	36	11.36% TOTAL SYLLABUS HOURS:	430.00
USCG	12	3.79% PROGRAMMED # CLASSES/YR	10.57
TOTAL	317	100.00% ROUNDED ITERATIONS:	11.00

SECTION II CURRICULUM BREAK OUT

TRAINING SITUATION	PROGRAMMED CLASS SIZE	MAX /RATIO	=	INSTRUCTORS REQUIRED	SYLLABUS x HOURS	INSTRUCTOR = MANHOURS
NON-ACADEMIC	0.00	0.00 :1		0.00	0.00	0.00
LECTURE	30.00	30.00 :1		1.00	155.50	155.50
DEMO	30.00	6.00 :1		5.00	205.50	1027.50
PERF EXAM	30.00	5.00 :1		6.00	55.00	330.00
EXAM	30.00	3.00 :1		10.00	12.00	120.00
WRITTEN TEST	30.00	15.00 :1		2.00	2.00	4.00
	0.00	0.00 :1		0.00	0.00	0.00
	0.00	0.00 :1		0.00	0.00	0.00
	0.00	0.00 :1		0.00	0.00	0.00
	0.00	0.00 :1		0.00	0.00	0.00
	0.00	0.00 :1		0.00	0.00	0.00
	0.00	0.00 :1		0.00	0.00	0.00
	0.00	0.00 :1		0.00	0.00	0.00
TOTAL INSTRUCTOR MANHOURS/CLASS:					430.00	1637.00
				TPS Equivalent:	Class HRS	Instructor HRS

SECTION III INSTRUCTOR COMPUTATION

TOTAL INSTRUCTOR HOURS PER CLASS x PROGRAMMED # OF CLASSES = ANNUAL INSTRUCTOR CONTACT HOURS	18007.00
ANNUAL INSTRUCTOR CONTACT HOURS X 1.26 (SUPERVISION, PREPARATION AND RELATED DUTIES) = ANNUAL INSTRUCTOR HOURS	22688.82
ANNUAL INSTRUCTOR HOURS / 12 = MONTHLY INSTRUCTOR HOURS	1890.74
MONTHLY INSTRUCTOR HOURS / 145 = INSTRUCTORS REQUIRED	13.04
ROUNDED MANPOWER REQUIREMENTS =	13.00

SECTION IV INSTRUCTOR REQUIREMENTS BY SERVICE

USA	USN	USMC	USAF	USCG	TOTAL
5.33	3.44	1.48	2.26	0.49	13.00
5	3	2	2	1	13

AVERAGE DAILY STUDENT LOADS (ADSL INCLUDES .4WEEKS FOR IN/OUT PROCESSING)

29	19	9	13	3	73
AF PIPELINE:			0		

NOTE: The ITRO rounding table for instructors required is used at the total rounded manpower required level only and not used to determine rounded instructor requirements for each service.

Figure 7-2, Instructor Computation Worksheet

[illegible]

SECTION IV INSTRUCTOR REQUIREMENTS BY SERVICE

USA	USN	USMC	USAF	USCG	TOTAL
2.61	0.82	0.37	1.04	0.15	5.00
3	1	0	1	0	5

AVERAGE DAILY STUDENT LOADS

23	8	4	10	2	47
AF PIPELINE:			0		

NOTE: The lowest student to instructor ratio identified in Section II of the computation form will be the number of personnel required for the MTT team and equate to the number of travelers. This data is normally provided by the host Service and will be validated by subcommittee members.

Figure 7-3. Mobile Training Team Instructor Computation Worksheet